

CONFIDENTIAL

*File Case File:
Office of Security*

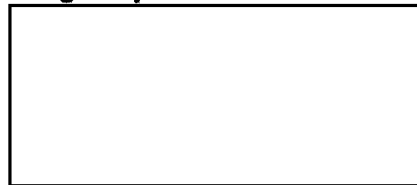
5 AUG 1963

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Improving Office Security Practices

1. The attached Security Notice No. 63-10 indicates a problem of local concern but of Agency-wide application. Of special interest to your Office are the two conditions at the head of the Physical Security Division list of conditions that contribute to the security violation problem.

2. In paragraph 6. the Director of Security requests suggestions for ways to improve office security. I am sure the first two items on the list bring to your mind several ideas from your long experience. If I may have a few of these thoughts, I would be pleased to implement them and thereby help both the Security and Records Programs of the Agency.



Records Management Officer
Office of Security

25X1

Attachment

*Discussed on telephone
with Vince 8/9/63 and
got him some general ideas,
perhaps more than one,
consolidation of files, use of
shelving, 5 drawer cabinets,
overnight storage boxes, etc.*

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